

## **Coronavirus – Rules for Grillo-Werke AG, RHEINZINK and Grillo Zinkoxid**

COVID-19 is an unprecedented pandemic and we need your co-operation in these trying times. In order to fight the disease and make sure that business can continue without interruption, test, track and trace are essential.

For these reasons we expect you

- to have implemented a system allowing you to identify and register COVID-19 cases at your company
- to test your employees for COVID-19, to have them tested or provide them with self-tests in accordance with the statutory regulations.
- to notify us immediately if an employee who has worked at one of our sites is suspected of having contracted COVID-19
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- in the event of COVID-19 being suspected or confirmed, to inform us about the facilities visited and all contacts.

We require this information so that we can take further action in order to protect all our employees.

### **We also draw your attention to the following rules of conduct:**

- Anyone with a temperature will not be allowed to enter the plant. This is why non-contact infrared thermometers are used to measure people's temperatures at the entrances to our sites.
- Remember to self-distance and stay at least 2 metres apart.
- A medical face mask must be worn in closed building.
- Please practice good hygiene at all times!
- Wash your hands frequently and thoroughly!
- If you are unable to wash your hands,
  - o use hand sanitizer
  - o do not touch your face
  - o keep close interaction with colleagues to a minimum (<15 min)
  - o cough or sneeze in the crook of your arm or put a handkerchief in front of your mouth and nose. Keep your distance, turn away.
- Coffee and drinks vending machines may only be used by company employees.

### **Coronavirus – what to do if you think you have been infected?**

- Contact your contact person on site and follow instructions.
- Avoid contact with other people and put on a face mask.
- All further measures will be taken individually together with the contact person on site.

Please observe the additional site-specific requirements.

These rules shall apply with immediate effect until further notice. We thank you for your support.